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<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 21 November 84			
<b>TO:</b> LD/OLL					
<b>ROOM NO.</b> 7B24	Headquarters				
<b>REMARKS:</b>  We are also sending the requester a copy of the letter enclosed.  We haven't recieved any returned mail from that address.  <div style="text-align: center;"><table border="1"><tr><td>LEGISLATIVE LIAISON</td></tr><tr><td>84-15-1-3</td></tr></table> 352413</div>				LEGISLATIVE LIAISON	84-15-1-3
LEGISLATIVE LIAISON					
84-15-1-3					
<b>FROM:</b>		IPD			
<b>ROOM NO.</b> 1107	<b>BUILDING</b> AMES	<b>EXTENSION</b>			

FORM NO.  
1 FEB 55 241REPLACES FORM 36-8  
WHICH MAY BE USED.

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Central Intelligence Agency



Washington, D.C. 20505

10 OCT 1984

FROM: Information and Privacy Coordinator *SPW*

TO:

Deqr

Your request for documents indexed to your name in our records systems has been received.

- ☐ Your request will be processed under the Privacy Act as requested. No fees are charged for processing under the Privacy Act.
- ☒ You have requested processing under the Freedom of Information Act (FOIA). It is the policy of this Agency to process eligible requests that involve personal information on the requester under the provisions of the Privacy Act of 1974, and not under the better known Freedom of Information Act (FOIA). The Privacy Act applies only to U.S. citizens and permanent resident aliens. Our search efforts under either Act are the same, and you will receive at least as much information pertaining to you under the Privacy Act as you would under the FOIA. Therefore, unless we hear from you to the contrary, our processing of your request will be under the Privacy Act only.

The Privacy Act requires Federal agencies to ensure that improper disclosure of personally identifiable information on an individual will not be made and provides criminal penalties if such a disclosure should occur. Therefore, CIA Privacy Regulations, Title 32 C.F.R. section 1901.13, set forth the following requirements:

An individual seeking access to or notification of the existence of records about himself shall provide in the letter of request his full name, address, date and place of birth together with a notarized statement swearing to or affirming his identity. . . . In the case of an individual who is an alien lawfully admitted for permanent residence, said individual shall provide . . . his or her alien registration number.

Before we can begin processing your request we must receive from you:

- ☒ your date of birth
- ☒ your place of birth
- ☐ your full name
- ☐ your citizenship status
- ☒ a notarized statement attesting to your identity
- ☐ a notarized statement authorizing us to release information to your attorney
- ☐ all necessary information was included in your request.

We will not conduct a search of the following files:

- ☒ Office of Personnel records. Office of Personnel records apply only to past or present CIA employees and some applicants for employment. If you are or were an employee or applicant, please notify us so that these records may be searched.
- ☒ Open source material (newspaper articles, library-type information, etc.). You should notify us if you are interested in receiving this type of material.

Status of request:

- ☒ We are holding your request in abeyance pending receipt of the items requested above.
- ☐ We will begin our search for responsive documents in existence as of and through the date of this acceptance letter. As you may know, we have a substantial processing backlog which is causing significant delays in our responses. As a matter of policy, we process all requests on a first-in, first-out basis, which we believe to be the most equitable for all requesters. In view of this, it is not possible to give you a firm estimate of when your request will be completed. Please be assured, however, that we are working on it. Your patience and understanding while we process your request will be greatly appreciated.

IPD/ / saj/ 4 October 84

Distribution:

Original - Adse

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ACK; DPOB & notarized statement

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